

STATE BOARD OF ELECTIONS

TO: POTENTIAL CANDIDATES (Independent & New Party)
FROM: STATE BOARD OF ELECTIONS
SUBJECT: PETITION FILING INSTRUCTIONS
DATE: MARCH 2022

You are strongly advised to obtain legal advice on the following subjects: (1) your legal qualifications for office; (2) the proper method for completing the petition forms with respect to the office; (3) the minimum number of signatures required; and (4) the qualifications of the signers and circulators, etc. **The State Board of Elections does not provide legal advice to candidates.**

The attached forms are prescribed by Illinois Law and/or required by the State Board of Elections. For additional information on filing, the 2022 Candidate's Guide is available for download at www.elections.il.gov/.

1. **Data Entry Card*** (For SBE office use only)
Complete the appropriate sections but **do not bind with the petition**. Additional lines have been provided for the candidate to list (optional) his/her campaign website address, email address and phone number. The Board's website will make available all information provided by the candidate and a link to the campaign website and email address. Each set of petitions must be accompanied by a Data Entry Card. **If the petition includes more than one candidate, complete a separate Data Entry Card for each candidate.**
2. **Statement of Candidacy***
3. **Loyalty Oath** (optional)
4. **Statement of Economic Interests** (does not apply to Federal offices or political party offices) A receipt indicating that the Statement has been filed with the Office of the [Secretary of State, Index Department](#), 111 E. Monroe, Springfield, IL 62756, 217/782-7017 must be filed no later than **5:00 p.m. on the last day to file petitions with the State Board of Elections**. If you are filing for the office of Regional Superintendent of Schools you will need to file the Statement with the appropriate County Clerk's office, and file your receipt with our office.
5. **Code of Fair Campaign Practices** (optional)
If you plan to file this statement, **DO NOT** bind this document with your petitions. Please submit it separately at the time of filing.

6. **Nominating Petitions***

The packet contains one original petition sheet. Duplication of this sheet is permitted **prior** to circulation.

*** The Candidate's name should appear in the same form on the Data Entry Card, Petition Sheets, and the Statement of Candidacy. The Board will certify every candidate's name as it appears on page #1 of the petition. Please see 10 ILCS 5/7-17, 8-8.1 and 10-5.1 for information on designation of names on petitions or nomination papers.**

7. **Certificate of Officers Authorized to Fill Vacancies in Nomination for a New Political Party** (optional)

A New Political Party must file this form with the petition if it wishes to be able to fill any vacancy in nomination which may later arise.

8. **Certificate of Deletions**

In order to delete signatures, New Party candidates must file form SBE No. P-2A. Independent candidates must file both the SBE No. P-2A and P-2B forms. Only the person circulating the petition, or the candidate on whose behalf the petition is circulated, may strike any signature from the petition.

OFFICE HOURS

Nominating petitions may only be filed with the Board's Principal Office in Springfield. The Principal Board office will be open **Monday - Friday** during the petition filing period from 8:00 a.m. through 5:00 p.m. On the first day of filing, anyone who is in line as of 8:00 a.m., as well as those petitions received in **the first mail delivery***, will be deemed filed at 8:00 a.m. and are eligible for any lottery for ballot position. If a filer is in line as of 8:00 a.m. on the first day of filing, but the petition is not ready to be filed as of the time of processing the last filer in line as 8:00 a.m., then the petition will be deemed filed at the actual time of its filing (not as of 8:00 a.m.) and the candidate will not be eligible for the ballot position lottery. **A simultaneous lottery will also be held when 2 or more petitions are filed for the same office and party within the last hour of the filing deadline.**

* All mailed petitions should be addressed to the State Board of Elections Springfield office at 2329 S. MacArthur Blvd., Springfield, IL 62704-4503. In order to be deemed filed in the opening hour lottery for ballot position, your petition packet has to be included in the first regular **United States Postal Service** mail delivery of the day (NOT UPS, FED Ex or any other carrier) on the first day of filing.

In accordance with 10 ILCS 5/7-1 et seq., 8-1 et seq., and 10-1 et seq., petitions for any Federal, State, Congressional, Legislative, Representative, Judicial District, Circuit or Subcircuit, or any division or district greater than one county must be filed with the **principal office** of the State Board of Elections, 2329 South MacArthur Boulevard, Springfield, Illinois.

FILING CLOSES AT 5:00 P.M. ON THE LAST DAY OF FILING. A SIMULTANEOUS LOTTERY WILL ALSO BE HELD WHEN 2 OR MORE PETITIONS ARE FILED FOR THE SAME OFFICE AND PARTY WITHIN THE LAST HOUR OF THE FILING DEADLINE. P.A. 97-1044

FILING PERIODS

JULY 5 – 11, 2022

(First day to circulate – April 13, 2022)

- US Senator
- Governor/Lieutenant Governor
- Attorney General
- Secretary of State
- Comptroller
- Treasurer
- Representatives in Congress - All 17 Districts
- State Senators – All 59 Districts for Full terms (2 or 4 years based on drawing)
- Representatives in the General Assembly - All 118 Districts
- Regional Superintendent of Schools, Multi-county regions

PETITION COPY REQUESTS

Board staff will begin accepting requests for petition copies starting at 1:00 p.m. on the first day of the filing period.

OBJECTIONS

Objections may be filed in either the Springfield or Chicago office of the State Board of Elections. Under the provisions of 10 ILCS 5/10-8, individuals who wish to file an objection to a candidate's nominating petition must file an original **plus two copies**. Board staff will not make copies of objection petitions for filers. For objections which will be heard by an electoral board other than the State Board of Elections, it is mandatory that two copies of the objection be filed along with the original objection.

Historically, the Board's offices receive numerous objection filings on the last day to file. Potential objectors are cautioned that all objections must be **FILE STAMPED NO LATER THAN 5:00 P.M.** on the last day to file objections (5 business days following the last day to file nominating petitions). Please plan accordingly. **NO OBJECTION FILING WILL BE ACCEPTED AFTER 5:00 P.M., EVEN IF THE OBJECTOR IS IN LINE FOR PROCESSING PRIOR TO 5:00 P.M.**

OBJECTION FILING DATES

July 5 – 11, 2022 petition filing

July 18, 2022 - Last day to object

DEADLINE TO WITHDRAW FROM INCOMPATIBLE OFFICES

July 5 – 11, 2022 petition filing

July 18, 2022 - Last day to withdraw

BALLOT FORFEITURE

The Illinois Campaign Disclosure Act states that any candidate who owes a fine to the State Board of Elections cannot appear on an election ballot. **Therefore, the name of any candidate whose committee has an outstanding assessment not paid by 10:30 a.m. on September 6, 2022 will not be certified for the November 8, 2022 General Election ballot. (10 ILCS 5/9-30)**

IMPORTANT NOTICE

Effective with the 2020 Primary Election and continuing thereafter, the State Board of Elections will implement a limited “apparent conformity” review of all nominating petitions filed with the Board. The review will take place after a petition is filed, and will be limited to determining the following: (1) whether a signed Statement of Candidacy has been filed, and (2) whether the filed nominating sheets contain gross signatures equal to or exceeding 10% of the minimum number of signatures required for the office sought.

All candidates whose petitions fail the apparent conformity review will be notified in writing and given the opportunity to appear before the State Board of Elections at its first meeting held to call petition objection cases, before a determination is made to reject the candidate’s petition on the basis of non-conformity.

Additionally, SBE employees will no longer be available during filing periods to notarize documents.

STATE BOARD OF ELECTIONS

DATA ENTRY CARD FOR INDEPENDENT & NEW PARTY

PLEASE PRINT name as it appears on the petition & statement of candidacy

NAME: _____

ADDRESS: _____

CITY: _____ ZIP CODE: _____

*Campaign Phone: _____ and *Email: _____

*Campaign Website Address: www. _____

*This information is optional. If provided, these items will be available to the public on the SBE website.

SLATE: If more than one candidate is listed on the petition, name of first candidate (HEAD OF SLATE) _____

OFFICE: _____ US SENATE

_____ GOVERNOR / LIEUTENANT GOVERNOR

_____ ATTORNEY GENERAL

_____ SECRETARY OF STATE

_____ COMPTROLLER

_____ TREASURER

_____ CONGRESS

_____ DISTRICT

_____ LEGISLATIVE (SENATE)

_____ DISTRICT

_____ REPRESENTATIVE

_____ DISTRICT

_____ SUPERINTENDENT OF SCHOOLS

_____ COUNTIES

_____ CERTIFICATE OF QUALIFICATIONS

(non-incumbent superintendent candidates only)

_____ INDEPENDENT

NEW PARTY: _____

=====

OFFICE USE ONLY

FILING DATE: July, _____, 2022

TIME: _____

STATEMENT OF CANDIDACY Y or N

HOW FILED: C - CANDIDATE

LOYALTY OATH Y or N

A - AGENT

ECONOMIC INTEREST Y or N

M - MAIL

LAST PAGE NUMBER _____

CODER INITIALS _____

STATEMENT OF CANDIDACY**NEW POLITICAL PARTY**

NAME:	ADDRESS – ZIP CODE:
PARTY:	OFFICE:
CITY, VILLAGE, COUNTY, DISTRICT OR STATE:	A Full Term is sought, unless an unexpired term is stated here: _____ year unexpired term

If required pursuant to 10 ILCS 5/7-10.2, 8-8.1 or 10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS _____ UNTIL NAME CHANGED ON _____
 (List all names during last 3 years) (List date of each name change)

STATE OF ILLINOIS)
) SS.
 County of _____)

I, _____ being first duly sworn (or affirmed), say that I reside at
 _____, in the City, Village, Unincorporated Area of _____

(if unincorporated, list municipality that provides postal service) Zip Code _____, in the County of
 _____, State of Illinois; that I am a qualified voter therein, that I am a candidate for election to the office
 of _____ in the _____
 (Name of City, Village, Township, County, District or State)

to be voted upon at the election to be held on _____ (date of election) and that I am legally qualified
 (including being the holder of any license that may be an eligibility requirement for the office to which I seek election) to hold such
 office and that I have filed (or I will file before the close of the petition filing period) a Statement of Economic Interests as required by
 the Illinois Governmental Ethics Act and I hereby request that my name be printed upon the official ballot for election to such
 office.

 (Signature of Candidate)

Signed and sworn to (or affirmed) by _____, on _____
 (Name of Candidate) (insert month, day, year)

(SEAL)

 (Notary Public's Signature)

ATTACH TO PETITION

10 ILCS 5/7-10.1

Suggested
Revised July, 2004
SBE No. P-1C

LOYALTY OATH
(OPTIONAL)

United States of America)
)
State of Illinois) SS.

I, _____, do swear (or affirm) that I am a citizen of the United States and the State of Illinois, that I am not affiliated directly or indirectly with any communist organization or any communist front organization, or any foreign political agency, party, organization or government which advocates the overthrow of constitutional government by force or other means not permitted under the Constitution of the United States or the Constitution of this State; that I do not directly or indirectly teach or advocate the overthrow of the government of the United States or of this State or any unlawful change in the form of the governments thereof by force or any unlawful means.

(Signature of Candidate)

Signed and sworn to (or affirmed) by _____ before me,
(Name of Candidate)

on _____.
(insert month, day, year)

(Notary Public's Signature)

(SEAL)

STATEMENT OF ECONOMIC INTERESTS TO BE FILED WITH THE SECRETARY OF STATE



INSTRUCTIONS:

You may find the following documents helpful to you in completing this form:

- (1) federal income tax returns, including any related schedules, attachments, and forms; and
- (2) investment and brokerage statements.

To complete this form, you do not need to disclose specific amounts or values or report interests relating either to political committees registered with the Illinois State Board of Elections or to political committees, principal campaign committees, or authorized committees registered with the Federal Election Commission.

The information you disclose will be available to the public.

You must answer all 7 questions. Certain questions will ask you to report any applicable assets or debts held in, or payable to, your name; held jointly by, or payable to, you with your spouse; or held jointly by, or payable to, you with your minor child. If you have any concerns about whether an interest should be reported, please consult your department's ethics officer, if applicable.

Please ensure that the information you provide is complete and accurate. If you need more space than the form allows, please attach additional pages for your response. If you are subject to the State Officials and Employees Ethics Act, your ethics officer must review your statement of economic interests before you file it. Failure to complete the statement in good faith and within the prescribed deadline may subject you to fines, imprisonment, or both.

BASIC INFORMATION:

Name: _____

Job title: _____

Office, department, or agency that requires you to file this form: _____

Other offices, departments, or agencies that require you to file a Statement of Economic Interests form: _____

Full mailing address: _____

Preferred e-mail address (optional): _____

QUESTIONS:

1. If you have any single asset that was worth more than \$10,000 as of the end of the preceding calendar year and is held in, or payable to, your name, held jointly by, or payable to, you with your spouse, or held jointly by, or payable to, you with your minor child, list such assets below. In the case of investment real estate, list the city and state where the investment real estate is located. If you do not have any such assets, list "none" below.

2. Excluding the position for which you are required to file this form, list the source of any income in excess of \$7,500 required to be reported during the preceding calendar year. If you sold an asset that produced more than \$7,500 in capital gains in the preceding calendar year, list the name of the asset and the transaction date on which the sale or transfer took place. If you had no such sources of income or assets, list "none" below.

Source of Income / Name of Asset	Date Sold (if applicable)
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

3. Excluding debts incurred on terms available to the general public, such as mortgages, student loans and credit card debts, if you owed any single debt in the preceding calendar year exceeding \$10,000, list the creditor of the debt below. If you had no such debts, list "none" below.

List the creditor for all applicable debts owed by you, owed jointly by you with your spouse, or owed jointly by you with your minor child. In addition to the types of debts listed above, you do not need to report any debts to or from financial institutions or government agencies, such as debts secured by automobiles, household furniture or appliances, as long as the debt was made on terms available to the general public, debts to members of your family, or debts to or from a political committee registered with the Illinois State Board of Elections or any political committee, principal campaign committee, or authorized committee registered with the Federal Election Commission.

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4. List the name of each unit of government of which you or your spouse were an employee, contractor, or office holder during the preceding calendar year other than the unit or units of government in relation to which the person is required to file and the title of the position or nature of the contractual services.

Name of Unit of Government	Title or Nature of Services
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

5. If you maintain an economic relationship with a lobbyist or if a member of your family is known to you to be a lobbyist registered with any unit of government in the State of Illinois, list the name of the lobbyist below and identify the nature of your relationship with the lobbyist. If you do not have an economic relationship with a lobbyist or a family member known to you to be a lobbyist registered with any unit of government in the State of Illinois, list "none" below.

Name of Lobbyist	Relationship to Filer
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

6. List the name of each person, organization or entity that was the source of a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500 received during the preceding calendar year and the type of gift or gifts, or honorarium or honoraria, excluding any gift or gifts from a member of your family that was not known to be a lobbyist registered with any unit of government in the State of Illinois. If you had no such gifts, list "none" below.

7. List the name of any spouse or immediate family member living with the person making this statement employed by a public utility in this State and the name of the public utility that employs the relative.

Name and Relation	Public Utility
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

VERIFICATION:

"I declare that this statement of economic interests (including any attachments) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of my economic interests as required by the Illinois Governmental Ethics Act. I understand that the penalty for willfully filing a false or incomplete statement is a fine not to exceed \$2,500 or imprisonment in a penal institution other than the penitentiary not to exceed one year, or both fine and imprisonment."

Printed Name of Filer:

Date:

Signature:

If this statement of economic interests requires ethics officer review prior to filing, the applicable ethics officer must complete the following:

CERTIFICATION OF ETHICS OFFICER REVIEW:

"In accordance with law, as Ethics Officer, I reviewed this statement of economic interests prior to its filing."

Printed Name of Ethics Officer:

Date:

Signature:

Preferred email address (optional):

NOTE: This statement is to be filed in the Office of the Secretary of State, Economic Interest Section, Index Department, 111 East Monroe Street, Springfield, Illinois 62756.



STATE BOARD OF ELECTIONS STATE OF ILLINOIS

ARTICLE 29B FAIR CAMPAIGN PRACTICES ACT

10 ILCS 5/29B-5. Purpose. The Legislature hereby declares that the purpose of this Article is to encourage every candidate for public office in this State to subscribe to the Code of Fair Campaign Practices. It is the intent of the Legislature that every candidate for public office in this State who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty and fair play in order to encourage healthy competition and open discussion of issues and candidate qualifications and discourage practices that cloud issues or unfairly attack opponent. (Source: P.A. 86-873.)

10 ILCS 5/29B-10. Code of Fair Campaign Practices. At the time a political committee, as defined in Article 9, files its statement of organization, the State Board of Elections, in the case of a state political committee or a political committee acting as both a state political committee and a local political committee, or the county clerk, in the case of a local political committee, shall give the political committee a blank form of the Code of Fair Campaign Practices and a copy of the provisions of this Article. The State Board of Elections or county clerk shall inform each political committee that subscription to the Code is voluntary. The text of the code shall read:

CODE OF FAIR CAMPAIGN PRACTICES

There are basic principles of decency, honesty, and fair play that every candidate for public office in the State of Illinois has a moral obligation to observe and uphold, in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional right to a free and untrammelled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

- (1) I will conduct my campaign openly and publicly, and limit attacks on my opponent to legitimate challenges to his record.
- (2) I will not use or permit the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his personal or family life.
- (3) I will not use or permit any appeal to negative prejudice based on race, sex, sexual orientation, religion or national origin.
- (4) I will not use campaign material of any sort that misrepresents, distorts, or otherwise falsifies the facts, nor will I use malicious or unfounded accusations that aim at creating or exploiting doubts, without justification, as to the personal integrity or patriotism of my opposition.
- (5) I will not undertake or condone any dishonest or unethical practice that tends to corrupt or undermine our American system of free elections or that hampers or prevents the full and free expression of the will of the voters.
- (6) I will defend and uphold the right of every qualified American voter to full and equal participation in the electoral process.
- (7) I will immediately and publicly repudiate methods and tactics that may come from others that I have pledged not to use or condone. I shall take firm action against any subordinate who violates any provision of this Code or the laws governing elections.

I, the undersigned, candidate for election to public office in the State of Illinois or chairman of a political committee in support of or opposition to a question of public policy, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.

Date

Signature

Office Sought

(Print Name)

Date of Election

Name of Political Committee

PETITION FOR NOMINATION

(To Form a New Political Party)

We, the undersigned, qualified voters of the _____ of _____ in the County of _____ and State of Illinois, do declare that it is our intention to form a new political party in the political division aforesaid, to be known and designated as the _____ Party, and do hereby petition that the following named persons shall be candidates for the offices hereinafter specified, to be voted at the _____ Election to be held on _____ (date of election).

THE NEW PARTY'S SLATE OF CANDIDATES IS HEREBY PRESENTED

NAME	OFFICE	ADDRESS - ZIP CODE

(A Full term is sought by each candidate in slate unless an unexpired term is specified along with the office in the "OFFICE" space provided above)

If required pursuant to 10 ILCS 5/7-10.2, 8-8.1 or 10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS _____ UNTIL NAME CHANGED ON _____

(List all names during last 3 years)

(List date of each name change)

NAME (VOTER'S SIGNATURE)	VOTER'S PRINTED NAME (optional)	STREET ADDRESS OR RR NUMBER	CITY, TOWN OR VILLAGE	COUNTY
1.			, IL	
2.			, IL	
3.			, IL	
4.			, IL	
5.			, IL	
6.			, IL	
7.			, IL	
8.			, IL	
9.			, IL	
10.			, IL	

State of _____)
)
County of _____) SS.

I, _____ (Circulator's Name) do hereby certify that I reside at _____, in the

City/Village/Unincorporated Area of _____ (if unincorporated, list municipality that provides postal service) (Zip _____)

Code) _____, County of _____, State of _____ that I am 18 years of age or older (or 17 years of age and qualified to vote in Illinois), that I am a citizen of the United States, and that the signatures on this sheet were signed in my presence, not more than 90 days preceding the last day of filing of the petitions and are genuine and that to the best of my knowledge and belief the persons so signing were at the time of signing the petition registered voters of the political division in which the candidate is seeking elective office, and their respective residences are correctly stated, as above set forth.

(Circulator's Signature)

Signed and sworn to (or affirmed) by _____ before me, on _____
(Name of Circulator) (Insert month, day, year)

(SEAL)

(Notary Public's Signature)

SHEET NO.

**CERTIFICATE OF OFFICERS
AUTHORIZED TO FILL VACANCIES IN NOMINATION
FOR A NEW POLITICAL PARTY**

We, the undersigned, duly certify that the persons whose names and addresses are listed below are the designated officers of the _____ who are authorized to fill vacancies in nomination
(Name of New Political Party)
pursuant to 10 ILCS 5/10-11.

(Name and Title)

(Name and Title)

(Address)

(Address)

(City) (Zip Code)

(City) (Zip Code)

(Name and Title)

(Name and Title)

(Address)

(Address)

(City) (Zip Code)

(City) (Zip Code)

Signed: _____
(CHAIR)

Attest: _____
(SECRETARY)

(Use additional sheets if necessary)

A new political party petition shall have attached thereto a certificate stating the names and addresses of the party officers authorized to fill vacancies in nomination. Failure to file this form results in the party forfeiting the right to fill vacancies. It does not alone invalidate the petition.

I, _____, Candidate or Circulator (circle one) do hereby certify that I have properly initialed the deletions of signatures, listed hereinafter by page and line numbers, from the petition of _____ (Name of Candidate) who is a candidate for election or nomination (circle one) to the office of _____ at the _____ Election to be held on _____ (date of election).

[illegible]

(Signature of Person Deleting Signatures)

Only the person circulating the petition, or the candidate on whose behalf the petition is circulated, may strike any signature from the petition. If deletions are made, this **CERTIFICATION OF DELETIONS** shall be filed as part of the petition.